



United States Bankruptcy Court  
District of Arizona  
230 North First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000

## **Vacancy Announcement**

### **Amended - Announcement #11-06 PHX**

Announcement No: 11-06 PHX

Position: Term Law Clerk (Multiple positions may be filled with this announcement.)

Location: Phoenix Office

Position Type: Full-Time Temporary (1 year 1 day from date of appointment, employment beyond September 30, 2012 is contingent on funding)

Salary Range: JSP 11, Step 1-10 (\$58,715 - \$76,327)  
JSP 12, Step 1-10 (\$70,376 - \$91,487)\*  
Depending upon qualifications, experience, salary history and funding availability\*

Opening Date: September 9, 2011

Closing Date: September 23, 2011

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The U.S. Bankruptcy Court for the District of Arizona is seeking a temporary Term Law Clerk. This position is located in the Phoenix Office, but frequent travel to the Tucson Office is expected. It is anticipated the law clerk will assist multiple judges in the district. Funding for this position is approved through September 30, 2012, and may be extended beyond this date.

Responsibilities include, but are not limited to:

- Develop and maintain written resource materials
- Draft orders in all requests for fee waivers
- Handle all pre-trial motions, subject to judge review
- Develop and maintain a library of legal research memos and materials which confront judges on a recurring basis
- Respond to internal and external inquiries on pro se legal and procedural matters and coordinate pro bono education programs acting as liaison with state bar.
- Undertake a research projects
- Assist judges with legal research projects on an "as needed" basis.

#### **Qualifications:**

Candidates must be a law school graduate and have excellent research and writing skills. Bankruptcy legal experience with at least one year as either a bankruptcy practitioner, law clerk or staff attorney is highly preferred.

#### **Applicant Information:**

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview.

Judicial Code of Ethics prohibits the practice of law while employed by the court.

Employees of the United States Bankruptcy Court are "At-Will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations.

\*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts and would be effective only when funds become available.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Applicant must be a United States citizen or eligible to work in the United States.

This position is subject to a mandatory FBI fingerprint background check or investigation. Appointment is provisional and retention is contingent upon the successful completion of the background check.

This position may not be covered under the leave act.

Travel and relocation expenses can not be reimbursed.

**How to Apply:**

Submit your cover letter, resume, and three business references to:

U.S. Bankruptcy Court  
Attention: Human Resources Department  
230 N. First Ave., Ste. 101  
Phoenix, AZ 85003-1727  
or via email: [HR\\_11-06@azb.uscourts.gov](mailto:HR_11-06@azb.uscourts.gov)

(Include Announcement No. 11-06 PHX on your cover letter and resume)

**Benefits Information:**

- Optional enrollment in a *federal health, dental and vision insurance*.
- Optional enrollment in a *federal employees group life insurance*.
- Optional enrollment in a *group long-term disability insurance program*.
- Optional enrollment in a *flexible spending program* - Pre-tax contributions to cover annual medical, dental, dependent care and commuter expenses.
- Optional enrollment in *long term care insurance*.
- Ten paid **federal holidays** per year.
- **Creditable service** time in other federal agencies and/or the military.

**The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer.**